2003 Annual Performance Reports

Online Submission of Reports:

During the 2003 annual reporting period, FIPSE grantees, excluding LAAP projects, will be able to submit annual performance reports online at www.fipse.aed.org

Due Dates:

- International Program (EC-US, North American, US-Brazil) annual reports are due no later than **July 15, 2003**.

- Comprehensive Program annual reports are due no later than **July 21, 2003.**

Access to Online Report Templates:

Go to www.fipse.aed.org . Log in with your user name and password. (Your username is your 11-character grant number. A password has been assigned to the project director for each current project. A password was e-mailed to the Project Director for your grant (one per project) on May 5, 2003.) Select "Manage". Select "Submit or update annual/final reports". Under Report Type select "2003 Annual Report" and then click on "Create". All four (4) Annual Report items in the box must be "updated". To do so, select "update" next to each section and complete all of the items in that section. If any item is omitted, the system won't accept that section as complete. After you complete each section, a red check mark will appear in the box. When all sections are complete (four red check marks), you may click on "submit" to send your report to us. A Cover Sheet is automatically generated. You may also print a copy for your records. If you do not complete your report at one sitting, it will be saved for your completion at a later time.